



Suffolk New College Sports Centre
Children's Party Booking Form

Office use only

Received:.....
 Put on EZ.....
 Confirmation letter sent:
 Date.....
 Staff initials.....
 Deposit Paid YES/NO.

Please complete this **BOOKING** form to confirm your requirements for a children's party at

Suffolk New College Sports Centre.

CONTACT NAME

CONTACT PHONE No CONTACT EMAIL

ADDRESSPOST CODE

BIRTHDAY CHILD'S NAME AGE

PARTY DATE..... START TIME

APPROXIMATE NUMBER OF CHILDREN ATTENDING.....

PLEASE TICK PARTY TYPE YOU REQUIRE:

- OPTION 1 – Inflatable fun and party games** – Includes an inflatable station, various hoops, balls and soft play for the children to charge around on plus supervision of games and activities in the hall by a party assistant. Maximum of 24 children. **Cost £125.00**
- OPTION 2 – Inflatable fun and trampolining**– Includes an inflatable station and a trampoline and various hoops, balls and soft play for the children to charge around on. Trampolining will be supervised by a qualified coach. Maximum of 24 children **Cost £145.00**
- OPTION 3 – Trampoline only party** – Trampoline for a maximum of 16 children – Session will be run by a qualified coach who will get the children playing safely on the trampoline **Cost £75.00**
- OPTION 4 – Multi-sports party** – This will be supervised by a party assistant who will organise various sports and fun games for your children. Maximum of 16 children **Cost £85.00**

Any other requests: i.e Can we have dodgeball, soft tennis or parachute games?

Our party packages include the following:

- 2 Hour party
- 1 hour and 15 mins supervised activities.
- 45 mins in the party room for the children to eat their party food
- Party Decorations and music will be supplied.

A minimum of 7 days' notice should be given for any changes to this booking

PLEASE NOTE: We ask that parents/guardians to remain responsible for the children in their care whilst in centre at all times including remaining within the room during the party ensuring that there is sufficient supervision at all times. Staff cannot be held responsible for children during the party, unless they are under their direct supervision at that time

Please return the form along with a non-returnable £20 deposit to secure your party at least two weeks beforehand, without this deposit we cannot guarantee the booking and all bookings will be confirmed in writing.

Customers own food and non-alcoholic drink is allowed at the venue, access to the party room for you to set up is normally available beforehand but please check availability on the day as it is not guaranteed.

Our party packages do not include food or drink

The person signing this form will be responsible for full payment of this booking under the attached sports centre terms and conditions

Whilst we offer a party pal to help run the party it is the responsibility of the party organiser to also ensure enough supervision of the children within the party is available at all times

CAR PARKING IS FREE WHILST USING THE FACILITIES BUT CUSTOMERS MUST SIGN IN THEIR CAR REGISTRATION AT RECEPTION TO AVOID A TICKET

Please sign your car in at the front desk on arrival. Please inform your guests of this arrangement as any parking fines will be the car owners responsibility.

Please sign to say you have received and understood the terms and conditions of hire

SIGNED DATE

PRINT NAME

Suffolk New College Sports Centre, Ipswich, Suffolk, IP4 1LT

Tel: 01473 219439 Email: sportscentre@suffolk.ac.uk

Suffolk New College Sports Centre

TERMS & CONDITIONS OF USE

These terms and conditions, together with the form of application to hire the sports centre, shall constitute the contract between the college and the hirer(s)

Application

1. Application for hire must be made on the application form provided which will form the basis of an agreement for the use Suffolk New College Sports Centre. All applications will be confirmed in writing and, until a signed copy of this confirmation is received back to the sports centre from the hirer, bookings are not guaranteed
2. If an organisation is hiring the facilities both the organisation itself and its members are jointly and severally liable under this agreement.
3. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use.
4. This agreement is personal to the hirer and may not be assigned to any third party.
5. The number of persons using any hired property/premises shall not exceed the number advised by the hirer and authorised by the college.
6. Times requested for your booking must be strictly adhered to, areas must not be used prior to commencement of your booking and must be vacated by the stipulated times.
7. Any equipment and/or furniture required must be included in the "additional Requirements" part of the booking form

Cancellation

1. There will be at least two weeks notice, for any cancellation of a booking made by a hirer. Cancellations made after this date may be charged at half the booking fee. Less than a weeks' notice will incur full payment
2. The college reserves the right to cancel any booking at any time in the event of the college requiring the facilities for college purposes or for any other reason which is considered necessary by the college. This may be at short notice.

Payment

1. Payments for events must be paid for 7 days prior to the event taking place.
2. Any extension of the stipulated time will result in extra costs to the hirer including staff costs for every half hour, or part of

Indemnity and Insurance

1. The hirer shall be responsible for all damage caused and shall indemnify the college against all loss, damage and expense unless due to the negligence of the college and any such damage shall be reported immediately to Suffolk New College Sports Centre.

2. The hirer shall indemnify the college against all and any expenses, liability, loss, claim and proceedings arising in respect of personal injury to or death of any person or damage to any property arising directly or indirectly from the use of the facilities unless due to the colleges negligence.

3. For events, the hirer shall obtain insurance against legal liabilities to third parties (including the college) with a limit of indemnity of at least £5 million for any one incident.

The Premises

1. Access is restricted to the rooms comprised in the booking request and any toilet facilities and access shall only take place during the designated time and for the permitted purpose.

2. Smoking is not allowed anywhere on site, including the use of E-cigarettes.

3. This agreement does not include the use of any equipment, except where specifically agreed.

Performing Rights and Licences

4. No copyright works shall be performed in the facilities without the licence of the copyright owner and the hirer shall indemnify the college against any penalty or sanction for any copyright infringement that may occur.

5. The hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary, e.g. preparation and sale of food, unless such a licence has been obtained.

6. The facilities shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the college.

7. No alcoholic drinks shall be brought onto the premise, a bar is available to use subject to availability.

Health and Safety

1. The hirer is responsible for the health and safety of everybody using the facilities and must make itself aware of the fire precautions and procedures in existence.

2. Electrical apparatus shall not be brought onto the accommodation without the colleges consent and must have current PAT tested certificates on all appliances.

3. All accidents must be reported to the sports centre staff.

4. The hirer shall leave the accommodation in a clean and orderly state.

5. The disposal of any refuse arising from the use is the responsibility of the hirer and must be placed in the bin store outside, bin liners are available upon request.

6. All clubs hiring the facilities must have staff who have appropriate coaching certificates and are checked with the Criminal Records Bureau if working with children under 18 or vulnerable adults, even if this is supervised.

7. In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the college site.

8. All clubs/organisations hiring the facilities must have the following policies in place:

a. Health and Safety

b. Child Protection (if working with Children)

Preservation of Order

1. The hirer shall not cause nuisance or annoyance to the occupiers of any neighbouring premises.

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2. The college does not accept any responsibility for any articles of property left by the hirer, their guests, agents or any member of the public on the hired property during the period of the hire



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